

**5 Sessions!**

## **CONSTRUCTION MANAGEMENT CERTIFICATE PROGRAM**

**NYS approved  
for continuing  
education credits**

**Saturdays  
September 7, 14, 21, 28 and  
October 5, 2013  
9:00 am to 3:00 pm**

**Pace University  
One Pace Plaza  
Park Row Opposite—City Hall  
New York City**

This innovative program sponsored by **The Port Authority of NY & NJ** will lead to a certificate in Construction Management and qualifies for continuing education hours (NYS Approval #C01420).

The objective of this program is to present & discuss the management of construction projects in the field. The coursework is designed for contractors, engineers, designers and others in the construction industry. The course covers the fundamentals of construction management which includes materials and methods, blueprint reading, construction cost and estimating, project scheduling & contract administration.

### **COURSE TOPICS**

**Materials & Methods-** Examine the methods, materials, and systems used in constructing the architectural components of buildings with a focus on Exterior construction. Topics include: wood, steel and concrete as the major categories, light gauge metal framing; lath and plaster; brick, stone, concrete, and miscellaneous masonry; iron, steel, and miscellaneous metals and alloys, fireproofing, woods and plastics including fiberglass reinforced plastics, fasteners, thermal and moisture protection, damp proofing and waterproofing, doors, windows, glass, and glazing.

**Blueprint Reading**— Overview of construction working drawings for reinforced concrete, steel, wood frame, and masonry construction, as well as some mechanical and electrical construction, including floor plans, elevations, sections, details, symbols, schedules, specifications, and abbreviations for architectural & engineering drawings.

**Estimating** — Overview of the theory, procedures and practices used to develop project estimates and the final bid price. An overview of the introduction of the different types of estimates, documents review and pit-falls, specification review, methods of quantity take-off, introduction to addenda, bulletins and change orders, how to develop unit costs will be covered including an in-class quantity takeoff from construction drawings.

**Project Scheduling** — Overview of the basic principals of modern project management, the project planning processes & knowledge areas as defined. Learn to use these processes to successfully plan and execute projects. Topics include: definition of project scope, planning and sequencing of project deliverables, creating the project schedule, cost estimation and budgeting, executing the project plan and keeping the project on track, risk identification and analysis, selecting the project manager; building the project team, managing project changes, tracking project progress and communication management, and successfully closing the project.

**Contract Administration** — Overview of a solid foundation in the areas of Contract Administration. Topics include: understanding the processes and rights and obligations of the parties, assist unit determination, representation proceedings, negotiations, contract administration, arbitration and engage in resolution of disputes, interpretation of contract language, limitations: laws, regulations and other agreements.

### **REGISTER TODAY... SPACE IS LIMITED!**

Enclosed is my check for \$ \_\_\_\_\_

Name: \_\_\_\_\_ Position: \_\_\_\_\_

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E-Mail: \_\_\_\_\_

Please provide your individual email, confirmation notices will be sent only via e-mail.

**In order to receive a certificate of completion, you MUST attend all five sessions  
from 9:00 am to 3:00 pm.**

**Registration fee: \$100.00 for  
Port Authority certified firms  
All others \$150.00**

**Make Checks Payable to:  
"Fund for the City of NY"**

**Fax completed form to:(212) 268-7509**

**Mail registration with payment to:  
Regional Alliance for Small Contractors  
P.O. Box 20094, PABT  
New York, NY 10129**

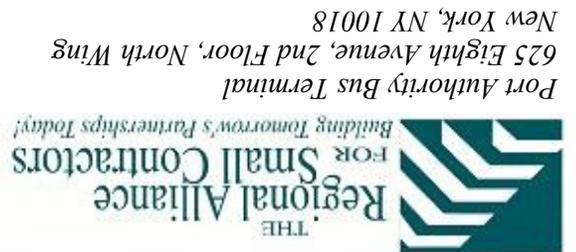
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*Construction Management Program at  
PACE University*

*Sponsored by  
The Port Authority of NY & NJ*

*Please register now... space is limited!  
Look inside for details...*



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